

## **Instructions for the California Organic Producers/Handlers/Retailers Registration (ORG-100)**

For information about completing this form:

New registrants may call the local County Agricultural Commissioners office.

Renewal registrants may call the State Organic Program Office at 916-445-2180, extension 3506.

Failure to complete the registration form and attachments accurately and completely will result in the form being returned for proper completion and will delay the validation of the registration.

### **Make checks payable to CDFA Organic Program 40.11.10.**

For **new registrations and site amendments** the entire five page form must be completed and returned to the County Agricultural Commissioners Office. **Renewal forms** are sent directly to CDFA Organic Program, PO Box 942872, Sacramento, CA 94271-2872

### **BOX 1**

The applicant completes all the items in this box.

#### **Please check any of the areas of operation that may apply to your operation.**

**Farm Production:** This would include all crops, livestock, wild harvesting, and any other areas of agricultural production.

**Process:** This includes any operation that is processing products as defined by the National Organic Program (NOP). It would also include packinghouses that provide sorting and packing of raw agricultural products.

**Broker/Commission Merchant:** Brokers and Commission Merchants are defined by the Market Enforcement Program. To qualify as a Broker or Commission Merchant with the organic program, you must also have a Market Enforcement License that shows the same type of operation. If you have questions call the Sacramento Organic Program (916) 445-2180, extension 3506.

**Private Label:** Any person that hires any other person for custom packing or labeling.

**Wholesale/Handle:** Any operation that purchases products to be resold to anyone other than the consuming public.

**Retail Store:** Any operation that meets the definition of retail store operation as defined by the NOP. (Retail stores only need to complete page 1 of the application.)

**Custom For Others:** Any operation that does not take legal title, nor arrange for the sale of the product; however, does provide a packing processing service to the legal owner of the product.

### **Company Name**

This is the name of the entity that is taking legal responsibility for the operation.

### **Contact Person**

The contact person is the person that may or may not be taking legal responsibility for the production or processing operation. The contact person should have full knowledge of the operation including, but not limited to: land owner/s, operation management, production decisions, and compliance record keeping. The registrant must submit a letter designating any other person to have access to the file or act on behalf of the registrant.

### **Address**

This is the mailing address of the operation. When the production site address is different indicate this on page 1 and page 2.

## **Production Site Information Questions**

### **Question 1**

If the applicant has not had control of the production site for the past 36 months then documentation must be attached that indicates who has had control of the property. (Page 4, or the equivalent of this application, must be completed by each person that has had control of the production site for the last 36 months.)

### **Question 2**

If the applicant is not the legal owner, the owner needs to issue a letter that acknowledges the past 36 month history, outlining the relationship between the owner and the applicant, and stating the fact that the applicant does have permission to register the site as organic.

### **Question 3**

Production sites in additional counties not currently listed on your registration record must be listed on this application. For each site you also must answer questions 1-4 on page 1 and complete pages 3-5 of this application. This process also applies to making amendments during renewals. When adding production sites in other counties the amendment must be filed in the county where the site is located.

### **Question 4**

If you hire other companies to pack/process for you, include the names and California organic program Registration Numbers of those companies. This does not include those companies that you purchase finished goods from, even if they are already labeled for you. You may use Page 2 of the ORG-100 to list these companies.

## **Site Location**

There are many public agencies that could possibly apply a prohibited material in or around your organic production site. In an effort to protect your site we will provide this information to other agencies as the need arises. Please provide as much information as possible regarding the identity of your site. If the site is not totally organic please provide information on the organic portion of the site so that we can plot the location on a map. For example: "The north west five acres is farmed organic on this 20 acre parcel".

## **Signature of Applicant**

This must be the signature of someone acting on the behalf of the COMPANY, which is accepting legal responsibility. If someone else signs this document then there must be written permission for them to sign on behalf of the legal company that is registering. A power of attorney will be accepted or a letter dated and signed by the company owner, which specifically names the person authorized to sign.

## **BOX 2**

Completed by County or State Staff.

## **CALCULATING THE REGISTRATION FEE**

**The following is the exact registration language taken from the California Organic Products Act of 2003.** Please read paragraphs 1-9 following the chart before determining your fees.

- (f) A registration form shall be accompanied by payment of a nonrefundable registration fee by producers, handlers, and processors. Fees shall be based on gross sales by the registrant of product sold as organic in the calendar year that precedes the date of registration, or if no sales were made in the preceding year, then based on the expected sales

months following the date of registration. Unless specified elsewhere, the Fee is based according to the following schedule:

| Gross Sales              | Registration Fee |
|--------------------------|------------------|
| \$ 0 -4,999              | \$ 25            |
| \$ 5,000-10,000          | \$ 50            |
| \$ 10,001-25,000         | \$ 75            |
| \$ 25,001-50,000         | \$ 100           |
| \$ 50,001-100,000        | \$ 175           |
| \$ 100,001-250,000       | \$ 300           |
| \$ 250,001-500,000       | \$ 450           |
| \$ 500,001-1,000,000     | \$ 750           |
| \$ 1,000,001-2,500,000   | \$ 1,000         |
| \$ 2,500,001-5,000,000   | \$ 1,500         |
| \$ 5,000,001-15,000,000  | \$ 2,000         |
| \$ 15,000,001-25,000,000 | \$ 2,500         |
| \$ 25,000,001-and above  | \$ 3,000         |

(1) **(This paragraph applies to first time registrants.)** Any person required to register pursuant to this section, whose registration fee would be less than seventy-five dollars (\$75) shall pay an initial registration fee of seventy-five dollars (\$75). Thereafter, the annual fee shall be as specified above or as stated in paragraphs (2) – (9) below.

(2) Any person selling a multi-ingredient product in which less than 70 percent of the ingredients are organic shall pay a fee of one hundred dollars (\$100) or one-half of the amount that would be due based on the above chart, whichever is more.

(3) Producers that sell processed product shall pay fees based on the value of raw product prior to being processed and the value of any product sold as unprocessed.

(4) Any person that packs, repacks, labels, sorts, or otherwise handles any organic product that is outside the jurisdiction of the State Director of Health Services and that does not take title or manage the sale of the product, but provides only handling services for organic product, shall register and pay one hundred dollars (\$100) per year.

(5) Commission merchants or brokers that do not take possession or title of the product but arrange for the sale of the product shall register and pay one hundred dollars (\$100) per year.

(6) A retail store engaged in the handling or processing of organic products shall register and pay a fee of one hundred dollars (\$100) for each store location that processes organic products onsite.

(7) Any person that provides temporary storage or transportation for organic product and does not handle the raw unpackaged product does not have to register.

(8) Any person that hires any other person for custom packing or labeling shall register and pay a fee based on the total sales of product produced for them, as outlined in the chart above. In addition to the required registration information above, the person must disclose on the registration form the names of all companies that pack and process for them.

(9) Any person required to register pursuant to this section that fits the description of more than one of the persons described above shall pay the greater of the multiple amounts.

**For NEW REGISTRATIONS AND SITE AMENDMENTS return all the documents to the County Agricultural Commissioners Office for review and acceptance.**